

Registration Form



Please ensure that you give as much detail about your child as possible, if you would prefer to fill in the form in discussion with us, then please ask – it won't be a problem!

CHILD'S FULL NAME:	Male/Female		
CHILD'S DATE OF BIRTH:	DD/MM/YYYY		
CHILD'S HOME ADDRESS (INCLUDING POSTCODE):	Postcode:		
EMAIL ADDRESS:			
PARENTS/GUARDIANS NAME/S AND CONTACT NO DURING SESSIONS:	Name	Number	Relationship
	1.		
	2.		
COUNTRY OF BIRTH:			
LANGUAGE SPOKEN AT HOME:			
RELIGION/BELIEF:			
ETHNICITY:			
PLEASE PROVIDE DETAILS OF TWO PEOPLE WHO CAN COLLECT AND HAVE YOUR AUTHORITY TO ACT IN AN EMERGENCY FOR YOUR CHILD:	Name: Contact no.: Relationship to child: <i>I am happy for Playdays to contact me in the event of an emergency concerning</i> <i>Signed:</i> Name: Contact no.: Relationship to child: <i>I am happy for Playdays to contact me in the event of an emergency concerning</i> <i>Signed:</i>		
PASSWORD FOR COLLECTION OF YOUR CHILD BY AN ADULT UNFAMILIAR TO NURSERY STAFF:			
NAME, ADDRESS AND TELEPHONE NO. OF DOCTOR :			
IMMUNISATIONS UP TO DATE:	YES/NO		
DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS WE SHOULD BE AWARE OF (E.G. ASTHMA, ECZEMA ETC): If yes to the above please provide details and advise us if special training is required to meet your child's medical needs	YES/NO		
DOES YOUR CHILD HAVE ANY ALLERGIES OR FOOD INTOLERANCES (If yes please provide details and reactions/symptoms to look out for)	YES/NO		
DOES YOUR CHILD HAVE ANY DIAGNOSED SPECIAL NEEDS AND/OR NEED ANY ADDITIONAL SUPPORT? (If yes, please provide details)	YES/NO		

ARE THERE ANY OTHER PROFESSIONAL INVOLVED WITH YOUR CHILD? E.G. SPEECH THERAPIST, PAEDIATRICIAN, SOCIAL WORKER ETC. (If yes please provide details)	YES/NO
WILL YOUR CHILD BE ATTENDING ANY OTHER CHILDCARE SETTING AS WELL AS PLAYDAYS PRESCHOOL? E.G. ANOTHER NURSERY, CHILDMINDER OR NANNY? (If yes please provide details)	YES/NO
HAS YOUR CHILD PREVIOUSLY ATTENDED A CHILDCARE SETTING? (If yes please provide details)	YES/NO
ANY OTHER INFORMATION OR CONCERNS (PLEASE USE OTHER SIDE IF REQUIRED)	

I, THE PARENT/GUARDIAN OF WISH TO ENROL MY SON/DAUGHTER AT PLAYDAYS PRESCHOOL STARTING FROM

I UNDERSTAND THAT PLAYDAYS USES DATA TO TRACK CHILDREN'S LEARNING AND DEVELOPMENT AND I UNDERSTAND THAT STAFF WILL SHARE EYFS PROFILE DATA WITH THE LOCAL AUTHORITY.

I UNDERSTAND THAT STAFF WILL RAISE SAFEGUARDING CONCERNS WITH THE LOCAL SAFEGUARDING CHILDRENS BOARD AND UNDERSTAND THAT STAFF MIGHT DECIDE TO DO THIS WITHOUT MY KNOWLEDGE IF THEY WERE SUFFICIENTLY CONCERNED ABOUT MY CHILD.

I GIVE MY PERMISSION FOR THE CHILD TO ATTEND HOSPITAL WITH A MEMBER OF PLAYDAY'S STAFF IN AN EMERGENCY AT THE MANAGERS DISCRETION.

I HAVE READ, UNDERSTOOD AND AGREE TO THE PRESCHOOL POLICIES AND PROCEDURES AND PARENT CODE OF CONDUCT.

Parent/guardian's signature:.....

Full Name of parent/guardian signing and enrolling child:.....

Date.....

WE ARE UPDATING OUR RECORDS TO COMPLY WITH THE NEW DATA PROTECTION STANDARD. WE WILL ONLY USE YOUR PERSONAL INFORMATION IN RELATION TO OUR CHILDCARE SERVICE.

WE WOULD LIKE TO KEEP SENDING YOU INFORMATION ABOUT OUR PRESCHOOL BY EMAIL/PHONE/FACEBOOK/ OTHER (as applicable) BUT WE NEED TO BE SURE WE HAVE YOUR PERMISSION TO DO SO. WE KEEP YOUR DETAILS THAT YOU CAN RECEIVE IMPORTANT UPDATES AND INFORMATION. WE WILL KEEP YOUR DETAILS SECURE AND WILL NEVER SHARE IT EXCEPT IF REQUIRED TO DO SO BY LAW.

BY TICKING THE BOX, YOU ARE CONSENTING TO US HOLDING AND PROCESSING YOUR DATA AND SENDING YOU INFORMATION.

YOU CAN UNSUBSCRIBE OR CHANGE YOUR CONTACT PREFERENCES AT ANY TIME.

SIGNED

DATE

BY TICKING THE BOX I UNDERSTAND THAT IF I WANT TO WITHDRAW MY CHILD FROM THE SETTING I MUST GIVE 4 WEEKS NOTICE IN WRITING. IF I DO NOT ADHERE TO THE NOTICE PERIOD OF 4 WEEKS I AGREE THAT I MAY STILL BE LIABLE FOR THE COSTS TO COVER THIS PERIOD

Staff use –

Date of birth verified: yes/no

start date :
(very important)

CLAIRE.LAKIN1@BTOPENWORLD.COM / 07595 603498

PLAYDAYS PRESCHOOL PRIVACY NOTICE

Data Protection Act 1998

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the data to:

- support learning;
- monitor and report on progress;
- provide appropriate pastoral care;
- assess how well we are doing, and
- to comply with the law regarding data sharing.

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for 7 years

Who do we share pupil information with?

We routinely share pupil information with:

- our local authority
- the Department for Education (DfE)
- Police

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Preschool Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

By ticking the box below, I confirm that I have read, understand and agree to the terms and conditions of the Privacy Notice above

Print Name

Signature:

Date:

Parent & Carer's code of conduct

It is the aim of Playdays Preschool to provide a friendly and respectful environment for all children, staff and families. The preschool staff have a duty to respect the staff code of conduct and in turn we would like parents and carers to take note of their responsibilities as a parent or carer to ensure our ethos is continued. We are committed to ensuring that all children are safeguarded whilst in our care, and so with this in mind, you can help us to maintain our responsibilities in the following ways:

- Collect your child on time- if you are going to be unavoidably late then please call the preschool to let them know. If you are repeatedly late a late collection fee will be charged.
- Ensure that you safely transport your child to and from preschool using appropriate car seats if driving and make sure your child is always accompanied to preschool.
- Discuss any worries, concerns or complaints with your child's key person, the manager or deputy.
- Respect decisions regarding exclusions of children due to illness
- Adhere to the arrival times. If you are going to be late or not attending please call the preschool by 10.00am

Please refrain from:

- Shouting at, smacking or physically punishing your child(ren) or any other child whilst in the preschool, this may lead to an incident report being made by our Designated Safeguarding Lead.
- Using inappropriate language or displaying aggressive or intimidating behaviour towards the staff, children or other parents/carers either in person, by phone or in writing.
- Collecting your child from preschool if you have consumed alcohol, medication or other substances that have affected your judgement or responses.
- Posting any information about the preschool staff, children or families on any social media sites.
- Using your mobile phone whilst in the preschool and garden
- smoking on the preschool premises

Failure to adhere to any of the above may place your child's place at the preschool in jeopardy although this action will only be taken if other avenues have been explored and the management feel it is the only possible course of action left open to them.

We reserve the right to refuse entry to any parent or carer who does not follow this code of conduct. The police and Social Services will be called in the event of any violent or aggressive behaviour towards the staff, children or any other parent/family.

Signature..... Print Name Date

Signature..... Print Name Date

Permissions *(please answer all statements)*

CCTV I DO / DO NOT (Please delete) give permission for my child

To be recorded on the CCTV cameras in the building for the purposes as described in the CCTV Policy of which I have a copy of. (Not applicable at Nutkins, Bretons or Playdays 3)

Food I DO / DO NOT give permission for my child to eat food at Preschool which has been provided by the preschool. I understand that any food preferences or allergies will be actioned by the staff prior to my child being offered the food. I confirm that any food or snack items which I bring into Preschool for the children to consume will be in line with Food Hygiene requirements, eg only Pre-Bagged / Pre-Washed Fruit and Vegetables, or items that are in packaging (not loose fruit or vegetables).

Learning Journey I DO / DO NOT give permission for my child's key person to take home their learning journey to update as required. I understand that the paperwork will be taken straight home and that confidentiality will be upheld at all times.

Photographs During your child's time at preschool we would like to take photographs as evidence of our work to show Ofsted. These photos will be for use within the setting and for our records only – they will not be used externally. I DO / DO NOT give consent for photographs to be taken by pre-school staff.

Outside Agencies I DO / DO NOT give consent for staff and other agencies such as Ofsted, Area Senco, Health Visitor to carry out and record observations on my child for the purposes of developmental assessment.

Outings I DO / DO NOT give consent for my child to be taken off site for short walks or to the park/library/post box etc. as part of our nursery activities. I understand that additional consent will be requested for major outings.

Video I DO / DO NOT give consent for the nursery/parent audience (please delete as appropriate) to record public show events such as Christmas/Easter/Sports Day etc on video.

Facebook I DO / DO NOT give permission for my child's photo (without name) to be used on the settings Facebook page, website, newsletter and/or local newspaper (please delete as required).

Sunscreen I DO / DO NOT give consent for sunscreen to be applied to my child when necessary.

Changing Clothes It may be necessary to change your child's clothing as a result of messy play, wet/soiled clothing etc. I DO / DO NOT give permission for the preschool to change my child's clothing as required.

Nappies I DO / DO NOT give permission for the setting to change my child's nappy and apply nappy cream as and when required.

Plasters I DO / DO NOT give permission for nursery staff to put a hypoallergenic plaster onto a minor wound if necessary to keep a wound clean

Transitions To support smooth transitions between ourselves and your child's next setting or a setting they currently attend, it is important to share relevant information such as observations, photos, reports and data. I DO / DO NOT give permission for this information to be passed on.

Child's NameParents SignatureDate.....

New Child Registration and Parental Declaration Form

- This form is solely for the use of the early education and childcare provider to gain the required information to complete census claims for early education and childcare offers for two, three and four year olds. Information on this form will be submitted online to the Local Authority via a secure online Provider Portal to allow them claim funding for your child.
- One form to be completed per child in BLOCK CAPITALS by the adult with parental responsibility.
- The provider will confirm how the information will be held securely for the period of the funding claim
- The information will be retained after the closure of the funding claim by the provider as a requirement of the financial audit process. A copy of the form will be returned to the parent or carer.

Section 1 – (Personal Information)

Provider details

Provider Name		Postcode	
Registration date of child details at the provision	____/____/20____	Child's start date at the provision	____/____/20____

Child details

Child's Forename(s) (as shown on birth certificate)		Child's Surname (as shown on birth certificate)	
Child is known as		Home/First Language	
*Child's Date of Birth	____/____/20____	Gender	Male/Female
**Address and postcode			

Parent / carer details

First Name		Surname	
Contact Number		Email Address	
Parent Date of Birth		Parent National Insurance Number	
Home address and postcode if different to the child			

Evidence checked – The childcare provider will need to confirm proof of date of birth and proof of address to submit a claim for funding. This information must be seen and not copied.

Proof type	Proof seen	Proof type (please delete as appropriate)	
Child's Date of Birth	Yes / No	*Birth Certificate, Passport, Medical Card	
Parents Address	Yes / No	**dated within last 3 months e.g. Council Tax bill / Gas Bill / Electricity Bill / Water Bill / Bank Statement	
Documents seen by (name of staff member)		Date documents seen	____/____/20____

Parent initials _____

Section 2 – (Funding Claim)

Children can attend at no more than two providers in a single day, the funded hours and weeks of attendance must be confirmed below. Any hours attend over the free entitlement will be chargeable; your provider will provide you with access to written confirmation of fees and charges.

Provider Name(s)	Early education and childcare hours attended each week						
	Mon (hours)	Tue (hours)	Wed (hours)	Thur (hours)	Fri (hours)	Total hours	Term time/ Stretched
A							
B							
C							

Medical/Special Educational Needs and / or Disability - All funded early education and childcare providers have Special Educational Needs Coordinators who ensure children can access their early education offers based on their needs. Please summarise below any additional needs your child may have that you wish the early education and childcare provider to be aware of.

Disability Access Fund (DAF) Declaration – Three and four year olds only

Three and four year olds in receipt of Disability Living Allowance (DLA) may be eligible for an additional annual lump sum Disability Access Fund (DAF) payment of £615 per year to support them in the provision.

Is your child in current receipt of Disability Living Allowance (DLA)?	Yes		No	
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Please provide a copy of page one (1) of your child's DLA award notice as proof of entitlement, this will be sent to the Local Authority to allow the funding to be paid to the provider. You must state the name of the childcare provider you wish to nominate to receive the DAF payment. The payment cannot be transferred or split between providers and is paid directly to the provider.

Nominated Provider for DAF funding	
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Cut here -----Cut here

30 hours extended childcare for three and four year olds (working parents only).

Parents must apply for their 30 hour code via the Childcare Service (www.childcarechoices.gov.uk). The information below is required for the provider to validate the 30 hour code and claim the funding from the Local Authority via the online portal. This slip will be returned to you once the code is validated.

30 hours code (11 digits)		
Information required	Parent 1	Parent 2 (as required)
National Insurance Number		
Date of birth		

Parent initials _____

Parent with legal responsibility - Early Education and Childcare Funding Declaration

This page must not be detached from the main form. A copy of the whole form must be made available to the parent.

Child's Forename		Child's Surname	
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- I have been given a copy of or electronic access to, the parent guide to early education and childcare funding.
- I confirm that the information I have provided above is accurate and true and I have added my initials to page one and two of the form.
- I understand and agree to the conditions set out in this document and I authorise the named early education and childcare provider on the front of this form to claim early education and childcare funding as agreed above on behalf of my child.
- I will pay a registration fee if required and understand that this will be returned to me in full within 4 weeks of my child starting at the provider.
- I agree that the information I have provided can be shared with the Local Authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the 30 hours extended childcare offer, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child as applicable.
- I confirm that if my circumstances change, I will update my early education and childcare provider at the earliest opportunity.
- I agree that the Local Authority will use the information I provide to process my request for funded early education and childcare and will contact other sources as allowed by law to verify my entitlement.
- I understand that data provided may be used to ensure accuracy of eligibility records for early education and childcare offers across the Local Authority to check against fraud.
- I agree to the Local Authority using this information to enable my child's early education and childcare provider to claim the early years funding for my child.

Parent/Carer/Guardian with legal responsibility consent		Childcare Provider confirmation	
Signed		Signed	
Print name		Print name	
Relationship to child		Job role	
Date		Date	